



STATE OF ARIZONA

SCHOOL FACILITIES BOARD

Governor of Arizona
Janet Napolitano

Acting Executive Director
John Arnold

Arizona School Districts
Superintendent of Schools
Architect & Engineer Registrants of Record

Subject: **BTR – Board of Technical Registration** Requirements of missing documents for SFB Funding submittal

General list of requirements needed in order for SFB to release funding for the project and as of this date we are missing the following item from your submittal: (__, __, __, __, __, __, etc.)

1. PDF drawing (Plans) documents must have the SFB Project number listed on them as required. Refer to **‘Instructions / Requirements for Submittal’ – Top of page 1**
2. PDF drawing (Plans) documents that do not have a Registrant Seal & Signature as required by the State of Arizona Board of Technical Registration, Refer to, but not limited to the following:

a. **ARIZONA ADMINISTRATIVE CODE**

Title 4. Professions and Occupations

Chapter 30. Board of Technical Registration

Article 1. General Provisions

R4-30-101 Definitions, 3.c.i. & ii.. . “Bona fide employee = any person working under the direct supervision of a registrant who: receiver direct wages &/or receives contract compensation form the registrant”

Article 3. Regulatory Provisions

R4-30-301. Rules of Professional Conduct, 16. “ Registrant shall not sign, stamp / seal documents not prepared by the registrant or a bona fide employee”

R4-30-304. Use of Seals, paras. A.1., A.3., and A.6. “ea. sheet of drawings & maps”, “registrant shall sign, date & seal documents before submitted to regulatory agencies”

b. **STATUTES GOVERNING THE ARIZONA STATE BOARD OF TECHNICAL REGISTRATION**

Arizona Revised Statutes

Title 32, Chapter 1

32-125. Seals for registrants, B., E. “plans & specifications prepared by registrant or a registrant’s bona fide employee shall be issued under the registrant’s seal”

32-130 Review of drawings, plans or design specifications by pubic agencies “plans, specifications submitted for review to the state or political subdivision shall be signed by & issued under the seal of the reviewing registrant”

32-142 Public works, A., B., C. “qualified registrant in the appropriate field”

32-143 Exceptions, “this exception does not apply to public works”

Sincerely,

Richard Dern

Richard Dern, SFB Consultant Architect

Cc: SFB Liaison
SFB file